

KIRTLINGTON PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Village Hall (Hazel Room)
Monday 26th February 2024 at 6.30pm

Present: Cllrs Briony Enser (Acting Chair), Nick Fry (Acting Vice-Chair), Kay Chacksfield, Jan Harwell, David Richardson, James Nicholson
In Attendance: Joanne Broughton (Clerk), 18 members of the public

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| 1 | Apologies for absence: Cllr Jean Conway (KPC) Cllr Nigel Simpson (Oxfordshire County Council & Cherwell District Council) |
| 2 | Declarations of interest: Cllr Enser Item 12(a), Cllr Nicholson Item 10(b) |
| 3 | Confirmation of minutes: The minutes of the meeting held on 11 th January 2024 were signed as a true record. |
| 4 | County and District Councillors' reports & questions / Members of the public: No reports given. Members of the public were invited to raise any questions at the end of the meeting. |
| 5 | Parish Council Responsibilities: <ul style="list-style-type: none">a) Newly appointed Clerk and Responsible Finance officer to Kirtlington Parish Council, Joanne Broughton, was introduced.b) Draft protocol for Operation Menai bridge was circulated to councillors prior to the meeting. The Clerk explained that this is the required protocol for Councils to follow in the event of the death of King Charles III. Resolved: Protocol to be adopted to include liaison with church regarding placement of book of remembrance and laying of flowers. BE |
| 6 | Highways (including road safety, place-making and traffic calming) <ul style="list-style-type: none">a) KPC Traffic Subcommittee: Cllr Enser reported latest damage on Oxford Road to one of the planters struck by an HGV and moved a considerable distance. Now back in place. There is an increasing issue with HGV's in the village. Resolved: Letter to be sent to Councillors at OCC. Cllr Simpson has provided contact names. BE Cllr Simpson has also agreed to follow up KPC's requests to OCC for the repairs needed to potholes in Church Lane.b) Roadside grass verges and environment: KWACS volunteers will scythe some areas for wildflowers/rewilding again this year. |
| 7 | Parish Council-owned assets and community assets Allotments: The next AGM for allotments is on 8 th March at 6pm in the Hazel room. There is currently a one quarter vacant plot available. Possibility of hedge laying next year. Community Orchard: Included in draft Mid-Cherwell Neighbourhood Plan as a designated Green Space. |
| 8 | Maintenance (Parish Council and community assets): priority actions Kirtlington Conservation Area and village centre (<i>protection of public amenity and heritage, protection of central village area from vehicle erosion of public grassed areas at North and South Greens</i>). <ul style="list-style-type: none">a) South Green - Large rock on Eastern end that protects corner was hit by lorry and has now been put back in place. KPC to consider re-seeding next month.b) Tree Surgery - Discrepancy with Bowards, who carry out remedial work to Parish Council-owned trees, has been settled and we are expecting a refund of £140. Action: Check bank statement for refund. Clerk. Quotes for remedial work to Oak and Sycamore trees discussed. Resolved: Await next tree survey in Autumn before undertaking any further work.c) Gravel Pit Field – Resolved: Agreed to offer to renew the rental for the following year. Clerk. Cllr Enser advised that Gravel Pit Field would be added as a designated Green Space in the draft Mid-Cherwell Neighbourhood Plan. |

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| 9 | <p>Village Hall, Sports Field and Play Areas</p> <p>a) Latest Village Hall Committee meeting was 19th February. KVHMC have obtained a £15,000 grant from the Rural England Prosperity Fund for the renewal of the kitchen. Requires match funding from the village which they are close to getting. They have received more enquiries on pitch lettings which may potentially keep the sports field in good use. Potential purchase of second defibrillator from OALC who are offering them to Parish Councils at a lower price, approximately £750. Already a defibrillator inside the school for the school children. Possibility of fixing a second one to outside of school. Action: Ongoing DR.</p> <p>b) Sports Field – Tender for 2024/25 mowing contract has been received by KPC. Thanks given to volunteer groundsman for organising the first 2024 mowing. Action: Tender to be considered. Finance Committee KPC considered the purchase of a roller and are in favour of this in principle. Looking into funding. Cllr Richardson approached Fete Committee and their next meeting is in two weeks. Action: Ongoing with DR. The WI Bench has been moved on a temporary basis and needs a permanent location. Action: Liaise with WI to agree new location and arrange the move. NF</p> |
| 10 | <p>Community Shop and Café project (Shop Steering Group, SSG)</p> <p>(a) CDC have given the Shop Steering Group a condition for a tree protection plan and SSG have requested details of the tree surgeon used by KPC. Resolved: KPC are happy for SSG to contact Bowards.</p> <p>(b) <i>Cllr J Nicholson left the room due to interest previously declared.</i> Request for KPC to consider varying its lease of the sports field to permit KPC to sub-let land to SSG for the community shop. Cllr Enser advised that KPC have provided SSG with a list of conditions to be met before a variation of the lease could go ahead. One condition, for the SSG to acquire Community Benefit Society (CBS) status, has just been achieved. Cllr Fry read out the conditions set by KPC. Cllr Enser clarified to the public that the lease for the Sports Field is with the Parish Council and the lease does not allow KPC to sublet any part of it. A variation to the lease would be required before any building could be put on the land. Cllr Fry stated that any legal costs incurred should not be met by KPC. He also stated that one of the main conditions is that, if the project fails, KPC should not be in a position to have to put it back to its original condition. A representative from SSG gave an update and confirmed that they now have planning permission and, as a CBS, they are now a legal entity. The SSG's village survey had been carried out with encouraging results and published in the village news. More details will be available in their business plan which will soon be on their new website. The SSG advised that, for them, their next step would be to negotiate with KPC on varying the lease before approaching people for funding. They would then test the current interest in the village by launching a Share Prospectus which allows people to buy shares in the shop for £1 each, with a minimum of 20 shares. SSG are hoping to launch this in June with building to commence in Spring 2025. Cllr Enser advised that KPC wished to be sure of the village support for the shop and see evidence of people's willingness to buy shares before varying the lease. The SSG representative said this would put them in a difficult position to approach people. Cllr Fry advised that SSG could still approach people and ask if they would be favourably disposed. SSG stated that they have evidence from their survey in 2023 of 150 people supporting it. Cllr Fry requested confirmation of the amount in the business plan for putting the sports field back to its original state in the event of the project not succeeding and SSG stated £10,000. Cllr Fry said that he would like to see the Dashwood and the Community Shop communicating with each other. SSG said discussions with the Dashwood had already started. A representative from the Dashwood stated that they believe it would be in direct competition, particularly the café element, but they have no problem with the Community Shop element. Resolved: KPC will not proceed with a variation to the lease until it receives further evidence of community support. KPC would seek to continue to work constructively with the SSG in the meantime and will write to the SSG. BE, NF</p> <p>(c) Request for a KPC representative to join SSG was considered. Resolved: It would not be to the advantage of either KPC or SSG for a councillor to join the SSG while the issue is currently contentious. This may be reconsidered in the future.</p> |

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| 11 | <p>Parish Services, Correspondence, Publicity</p> <ul style="list-style-type: none"> (a) Cllr Richardson advised that any correspondence sent to the Clerk’s email address is currently being automatically forwarded to him, looked at and forwarded on as required. Full hand-over of correspondence to new Parish Clerk will be in March once the previous Clerk is available. A representative from the Dashwood advised that a noticeboard has been put in at the Dashwood which the community and KPC can use. (b) Protocol for vexatious requests and correspondence has now been published on KPC’s pages of the village website. KPC does not currently have its own Facebook account. Resolved: Parish Council Facebook account to be set up. Clerk (c) Details of the new Parish Councillors have been published in the Village News. Fake news leaflets about the MCNP Consultation were unfortunately circulated in the village recently. | | | | | | | | |
| 12 | <p>Planning: <i>Cllr Enser left the room due to interest in planning application 24/00119/F previously declared.</i></p> <ul style="list-style-type: none"> (a) Monthly parish planning applications. Comments submitted to CDC are listed on KPC’s website pages. <table border="1" data-bbox="635 685 1035 819"> <tr> <td>24/00201/TPO</td> <td>No objection</td> </tr> <tr> <td>24/00119/F</td> <td>Objection</td> </tr> <tr> <td>24/00026/F</td> <td>Objection</td> </tr> <tr> <td>24/00103/F</td> <td>Objection</td> </tr> </table> <p>KPC response to appeal regarding Lince Lane, 22/03719/OUT, was sent on 15th January 2024. No response received yet.</p> <ul style="list-style-type: none"> (b) Handover of monthly planning application report to new Clerk is in progress. Cllr Harwell and Clerk will work together on March report. (c) Mid-Cherwell Neighbourhood Plan (MCNP) Review – Cllr Enser advised that a village Engagement Meeting was held on 31st January 2024, the transcript has been published and consultation is now closed. Cllr Chacksfield said that we expect to receive feedback within the next two weeks. | 24/00201/TPO | No objection | 24/00119/F | Objection | 24/00026/F | Objection | 24/00103/F | Objection |
| 24/00201/TPO | No objection | | | | | | | | |
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| 24/00026/F | Objection | | | | | | | | |
| 24/00103/F | Objection | | | | | | | | |
| 13 | <p>Finance</p> <ul style="list-style-type: none"> (a) Monthly receipts and payments: The Council approved the proposed and anticipated payments (revised schedule as presented to the meeting). (b) Mobile phone and sim contract required for new Clerk. Number can be made available on Parish Council website. Resolved: Clerk to action mobile contract. Previous Clerk will be available on 7th March to hand laptop to Clerk. The Clerk stated they will require 6 months bank statements as soon as possible to send to Unity Bank for the new account to be opened. Resolved: Cllr Chacksfield to collect laptop and statements for Clerk. (c) Full finance handover to be arranged between previous Clerk, current Clerk and Finance Committee. Resolved: Clerk to arrange date for finance handover. (d) KPC looking to move their bank account from Barclays Bank to Unity Bank as agreed by the Finance Committee. Cllr Chacksfield outlined the disadvantages of Barclays and the benefits of moving to Unity. Resolved: Clerk to submit application to Unity Bank. (e) Payment options and bank mandate – as above. (f) Cllr Nicholson explained the required precept adjustment for 2024-25 which was partly a consequence of employing a new Clerk. All other costs have been escalated at 4%. Resolved: It was unanimously agreed to request a precept of £31,750 for the 2024-25 financial year. Clerk to send Cllr Chacksfield minutes of this meeting for forwarding to CDC. (g) Schedule for review of Internal Audit – Clerk confirmed this doesn’t need to be actioned until year end. | | | | | | | | |
| 14 | <p>Dates of the next Parish Council meeting(s): The next meeting dates are: 18th March 2024 and 17th April 2024 at 6.30pm in the Village Hall, Hazel Room.</p> <ul style="list-style-type: none"> (a) Annual Council Meeting: Provisionally Wednesday 22nd May 2024. (b) Annual Parish Meeting: Provisionally Monday 13th May 2024. | | | | | | | | |

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Other matters for information not elsewhere on the agenda and items for future agendas

Other matters:

KPC have been contacted by Dashwood about putting a replacement sign on South Green. Dashwood will remove existing sign and send details of new sign to KPC for consideration.

Future agendas:

Kite Festival - Cllr Harwell to invite organiser to next KPC meeting to provide feedback.

Lamb Ale – Cllr Enser to request news regarding a funfair for this year.

Ongoing: Parish Council assets – maintenance, tree surgery, village website review.

Requests to speak:

Several points were raised by residents with the main ones being:

- Community Shop – Concerns were raised regarding percentage of residents that support it, parking and village green maintenance. KPC explained that funds must be put aside for maintenance of the village green access roads and this is included in KPC’s list of conditions. Another resident raised a concern about whether the shop will be sustainable alongside existing businesses in the village. SSG said they were happy to discuss any concerns. There was a request for SSG to carry out another survey and hold another meeting to gain residents current views.
- Defibrillator - Dashwood offered to accommodate a defibrillator at their premises.
- CCTV – Request for CCTV cameras in Village Hall car park to discourage drug dealing. Dashwood offered to send KPC quote for consideration.
- Potholes – Concerns that these are getting worse on Church Lane. OCC have previously been contacted.

The meeting closed at 8.20pm. The next meeting is Monday 18th March 2024.

Signed.....*Briony Enser*..... Dated.....*18 March 2024*.....